



## Crime Scene / Evidence Technician

### ROLE OVERVIEW

Responsible for the custody of all evidence and property seized by the department. Emphasis is placed on the ability to process crime scenes and seized property for the purpose of discovering visible and latent evidentiary material. Varied tasks are performed with para-professional working knowledge procedures, maintaining and reporting data relating to evidence and property control. Work is reviewed through observation, conferences and written reports subject to automatic and periodic verification for results obtained.

### ORGANIZATIONAL IMPACT

**Responds/Takes actions** that have a **significant impact** on a **specific business function** or organizational entity and/or provides analysis and recommendations for or as a part of a larger organizational group. The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as public response, field investigations, testing operations, or research conclusions; or the social, physical and economic well-being of people.

#### Customer Service

Position requires the ability to **persuade and/or convince** customers to accept, cooperate and/or take specific action. **Anticipates customer needs and determines the necessary resources** to implement any required improvements in service. The personal contacts are with individuals or groups from **outside the organization** in a **moderately unstructured setting**. For example, the contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact. Typical of contacts at this level are those with peers in the capacities as professionals/public officials; contractors; or representatives of community or professional organizations, local news media or public action/community groups. The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport.

#### Creativity and Continuous Process Improvement

Position requires the ability to **develop better methods, procedures, or techniques** for areas affecting this position and other positions. The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

### PRINCIPLE OUTCOMES

#### Principle Outcomes

- 1.
- 2.
- 3.

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### RESPONSIBILITY FOR RESULTS

Performs duties that require the incumbent to **coordinate efforts** with the workflow of other units. Duties involve setting priorities, analyzing information, and compiling results. **Achieves results** that depend in part on others in the department. Responsibilities include serving as a technical resource or providing training or guidance to others and reviewing the work they produce. Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use **judgment in locating and selecting the most appropriate guidelines**, references and procedures for application and in making minor deviations to adapt the guidelines to specific cases. The employee may also **determine which of several established alternatives to use**. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor. The employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Capital and/or Fiscal Responsibility

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### ESSENTIAL DUTIES

#### Essential Duties

1. Receives records, submits, monitors and secures all evidence and property. Transports evidence and property as legally required.
2. Examines latent prints to determine quality for comparison submission.
3. Perform tasks relevant to the discovery of items that have evidentiary value at crime scenes.
4. Process seized property for the purpose of discovering items of evidentiary value.
5. May be called out during off hours to process or assist with the processing of large or specialized crime scenes.
6. Fingerprints personnel and civilians upon request.
7. Participates in courtroom testimony and presentation of evidentiary matters.
8. May be required to work varied hours to include weekends and holidays.
9. Maintains computer records including evidence flow data and all other information in a confidential manner as required by law or department policy.
10. Acts as liaison with other federal, state and local agencies including but not limited to Regional Crime laboratory. Medical Examiners forensic (autopsies) laboratory, and other crime scene representatives and authorities.
11. Assists superiors with other duties as required
12. Other duties as assigned.

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### LEADERSHIP

Next Level Supervisor: Chief of Police

Immediate Supervisor: Police Lieutenant, Support Services

**This Position:** **Crime Scene/Evidence Technician**

Direct Reports: None

Supervision Received: Works under the general guidance and direction of the Police Lieutenant.

Supervision Exercised: Position has **no responsibilities** or authority for direction of others and reports to and receives general direction from the Support Services Lieutenant in the Police Department. This is a non-sworn position that has high visibility and interacts regularly with the public so it is essential that a professional presence be maintained at all times.

### CREDENTIALS

#### Knowledge / Skills / Ability

**Broader skills** are required in an **area of specialization** directly related to the work performed. Skills are typically acquired through a formal four-year college program or equivalent specialized professional training. Practical knowledge of standard procedures in a technical field, requiring extended training or experience, to perform such work as manipulating and/or adopting software to perform complex technical functions or adapting equipment when this requires consideration of the functioning characteristics of equipment; interpreting results of tests based on previous experience and observations (rather than directly reading instruments or other measures); or extracting information from various sources when this requires considering the applicability of information and the characteristics and quality of the sources. Knowledge of laws, regulations, policies, procedures, and practices pertaining to evidence methods and chain of custody. Knowledge of current techniques to recover evidence from crime scenes and seized property. Knowledge of criminal law and procedures in dealing with investigations and evidence including forfeiture proceedings. Knowledge of organization and operation of City government. Knowledge of modern office practices, procedures, and methods. Knowledge of professional business English to communicate orally and in writing and to compose correspondence. Ability to handle items and information of a sensitive nature to maintain case integrity and confidentiality. Ability to learn, implement and teach crime scene investigation techniques. Ability to type, enter data and accurately produce required reports in a timely manner. Ability to establish and maintain current confidential divisional records. Ability to deal professionally and tactfully at all time with the public. Ability to exercise initiative and sound judgment within scope of authority making administrative decisions in accordance with laws, ordinances, regulations and department policies and procedures. Ability to work independently on complex and confidential tasks and works in a team environment as necessary. Ability to maintain effective working relationships with employees, supervisors and the general public. Ability to work as a team with other crime scene technicians in the county as described in the Department's inter-local agreement. Ability to understand and adhere to policies and procedures. Ability to recognize items of evidentiary value. Skill in clerical practices and procedures. Skill in the operation of office equipment.

#### Formal Education / Certification / Licenses (minimum preferred)

**Vocational or technical school** programs or equivalent experience. Knowledge of an extensive body of rules, procedures or operations that required extended training and experience to perform a wide variety of interrelated or nonstandard procedural assignments and resolve a wide-range of problems.

#### Prior Experience

More than 3 years and up to 5 years professional experience in evidence custody and crime analysis or an equivalent combination of training and experience. Experience must include working knowledge of computers and data base software. Must have excellent keyboard skills.

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### WORK CONDITIONS

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work requires **considerable and strenuous physical exertion**, such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

#### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves **high risks with exposure** to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions, e.g., working at heights, working in construction sites, frequent/extended exposure to outdoor weather conditions, requirement to work in extreme weather conditions, subject to possible physical attack or mob conditions or similar situations where conditions cannot be controlled.

#### Tools and Equipment Used

Computer; Calculator; Telephone; Fax, Copier, Printer and Scanner machines. City vehicle, digital camera and tough book computer and other equipment appropriate for this position.

Department: Police  
Revised: October 2008

FLSA Status: Non-Exempt  
Pay Grade: E  
Position Code: 6205

#### Acknowledgement

This role description does not constitute an employment agreement and is subject to change. This description is intended to indicate the type of outcomes, essential duties and levels of work difficulty required for this role. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, at the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this role and further affirm that I am physically and mentally able to perform the duties as described.

Employee: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_